



**INCORPORATED VILLAGE OF OCEAN BEACH**

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JOSEPH C. LOEFFLER, JR., *Mayor*  
JAMES S. MALLOTT, *Trustee*  
WILLIAM A. WINGATE, *Trustee*  
STEVEN L. EINIG, *Trustee*  
KENNETH E. KLEIN, *Trustee*

MARY ANNE MINERVA, *Administrator*  
KEVIN J. SCHELLING, *Superintendent of Public Works*

COPY

August 6, 2007

Paul Carollo  
20 Gaymor Lane  
Commack, NY 11725

Dear Officer Carollo:

Civil Service rules and regulations require you to work at least one tour during the calendar year. You may work one tour for the Village under modified duty assignment to fulfill the requirement and maintain your status.

Hopefully, you will take advantage of this opportunity. Upon the successful completion of court actions, we would like to reinstate you to your previous assignment.

Sincerely,

Joseph C. Loeffler, Jr.  
Mayor

cc: ~~Village Administrator~~  
Village Counsel  
Employee File

OBAD

